

Setting Up & Managing a TAP 360 Account

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1. Accessing TAP 360

To sign in to your TAP 360 account either

- a) go to [TakeTheTAP.com](https://www.TakeTheTAP.com) and click “TEAM LOGIN TAP 360” button; or
- b) go directly to app.therightprofile.com

PLEASE LOGIN

Email

Password

Login

[Register as a New User.](#)

If you forgot your password. Please enter your email address in the field above and click:

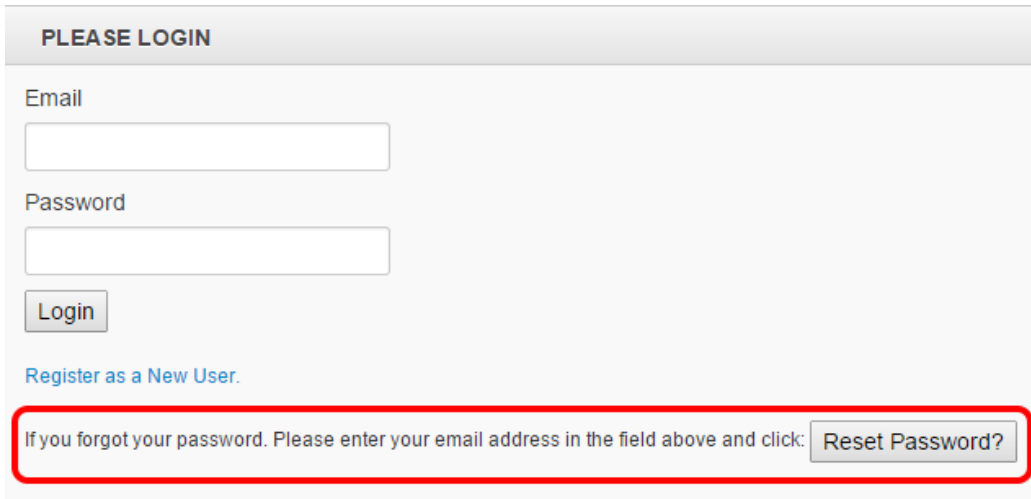
It is recommended that you **bookmark** this web address in your browser for convenient access.

2. Initial login

After signing up for your TAP 360 account, you will receive an initial welcome email with a link to set up your account. Follow the instructions in the email and click on the link provided.

3. Changing your password

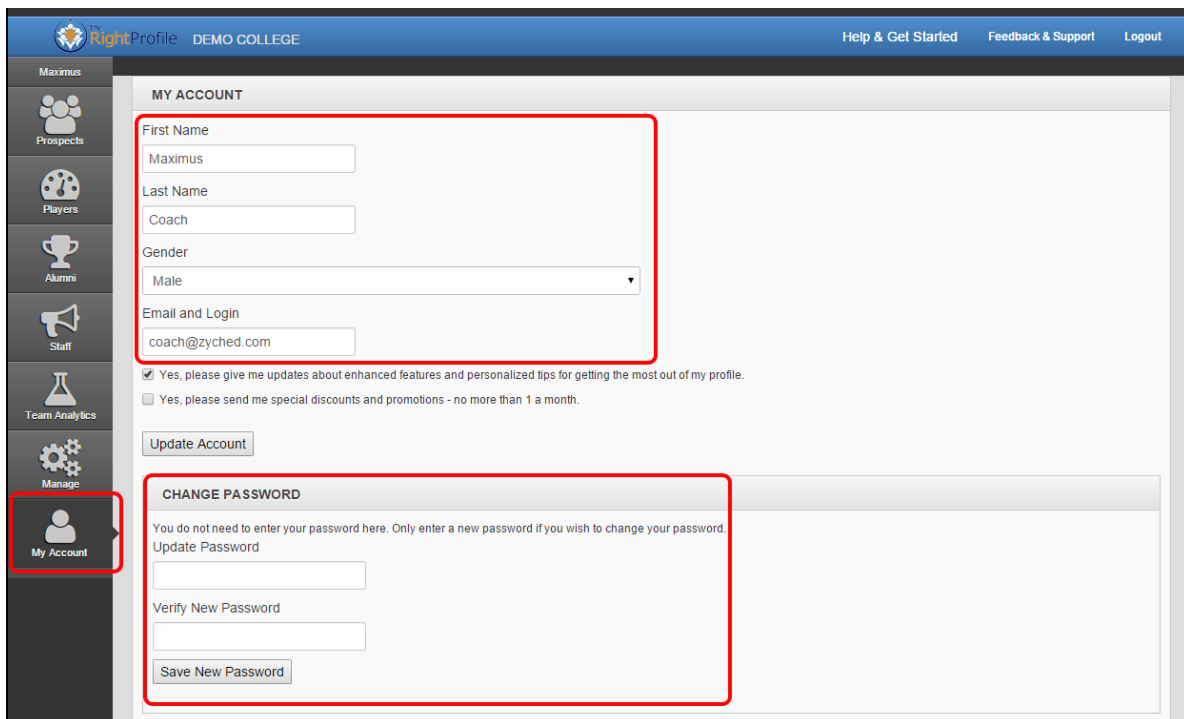
If you forget your password, go to the login page at app.therightprofile.com and enter your email address then click the “Reset Password” button:



The screenshot shows a login form titled "PLEASE LOGIN". It contains two input fields: "Email" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form, there is a link "Register as a New User." and a red-bordered box containing the text "If you forgot your password. Please enter your email address in the field above and click:" followed by a "Reset Password?" button.

After resetting your password, you will receive an email with a temporary password. Use the temporary password to login to your TAP 360 console at app.therightprofile.com.

Once logged in, click on the “My Account” tab in the left pane. From there, you can ensure your name, email, and gender are correct and then change your password.



The screenshot shows the "MY ACCOUNT" page in the application. The left sidebar has a "My Account" tab highlighted with a red box. The main content area has two sections highlighted with red boxes. The first section, "MY ACCOUNT", contains fields for "First Name" (Maximus), "Last Name" (Coach), "Gender" (Male), and "Email and Login" (coach@zyched.com). Below these fields are two checkboxes: "Yes, please give me updates about enhanced features and personalized tips for getting the most out of my profile." (checked) and "Yes, please send me special discounts and promotions - no more than 1 a month." (unchecked). An "Update Account" button is below. The second section, "CHANGE PASSWORD", contains a message: "You do not need to enter your password here. Only enter a new password if you wish to change your password." followed by "Update Password" and "Verify New Password" input fields, and a "Save New Password" button.

4. Managing staff access

Once logged into the TAP 360 console, click on the Manage tab on the left side pane.

The screenshot shows the TAP 360 console interface. The left sidebar has the 'Manage' tab highlighted with a red box. The main content area is divided into several sections:

- CATEGORY CODES (FOR TAKING THE TEST)**: A table with columns: Category, Code, Link with Code Embedded, and Action.
- AUTOMATIC EMAILS WHEN A TEST COMPLETED**: A section with a text input field for email addresses and a 'Save Changes' button.
- VIEW ARCHIVED PLAYERS**: A section with a 'View Archive' button and explanatory text.
- TAGS**: A section with an 'ACTIVE TAGS' table.
- DOWNLOAD CSV FILES**: A section with a table of groups and options.

Adding staff members to access a TAP 360 database

After entering the Manage page, scroll down to the “Add Staff” section and fill out the form to add new staff members.

The screenshot shows the 'MANAGE STAFF' section. It includes a table of existing staff members and an 'ADD STAFF' form.

First Name	Last Name	Title/Position	Email	Admin	Options
Demo	Site			Admin	Edit Delete
Maximus	Coach			Admin	Edit Delete

ADD STAFF

First Name:

Last Name:

Gender:

Title/Position:

Email and Login:

Admin:

ADMIN & STAFF

Staff have access to the console. (i.e. the tabs on the left)

Admin's have access to the console, can move users between tabs, and have access to this tab (Manage).

At the bottom under the “Admin” heading please choose the appropriate access for the type of Staff member you are adding:

- **Scout/Recruiter** = only has access to the Prospects tab to see which individuals have completed the TAP and made it into the team’s database; cannot see Reports on the

individuals. (rarely used)

- **User** = has access to Prospects, Players & Alumni tabs to view individuals and their reports; does NOT have access to the Staff tab (cannot view other Staff reports) and does NOT have access to the Manage tab to make any system changes. (most common for assistant coaches)
- **Admin** = has access to all tabs; can view all individuals and their reports; can make system changes. (most common for head coach and designated one or more system administrator)

*Remember to click “Add Staff” in the bottom right corner when the form is complete. The new staff user will receive an email and then have the ability to set up their password for access to the system.

Managing staff members’ access TAP 360 console

Once staff members are in the system, one can manage their access.

First Name	Last Name	Title/Position	Email	Admin	Options
Demo	Site			Admin	Edit Delete
Maximus	Coach			Admin	Edit Delete

ADD STAFF

First Name

Last Name

Gender
Male

Title/Position

Email and Login

Admin
Scout/Recruiter

ADMIN & STAFF

Staff have access to the console. (ie. the tabs on the left)

Admin's have access to the console, can move users between tabs, and have access to this tab (Manage).

Click “Edit” to edit a staff member’s name, position or email address. Click “Delete” to delete the staff member completely from the system.

5. TAP assessment codes

The system will automatically generate codes for your TAP 360 account based upon the name of your team, etc. Individuals are connected to your TAP 360 database by using one of your unique TAP 360 codes either when taking the TAP initially or after taking the TAP. You can view them by clicking on the “Manage” tab on the left pane of the TAP 360 console.

There is a specific code for each category of individual for your TAP 360 database including Prospects, Players, Staff and Alumni.

The various codes are used as follows:

- **Prospects Code:** individuals that are prospects to be on your primary team should use the Prospects Code;
- **Players Code:** current team members should use the Players Code;
- **Staff Code:** current team coaches/staff should use the Staff Code; and
- **Alumni Code:** team alumni that you would like to add to your overall team database should use the Alumni Code.

Individuals need a Code or Link to have their TAP results flow to your TAP 360 database

Click this button to launch email invitation

Team Analytics
Manage

Category Codes (FOR TAKING THE TEST)

Category	Code	Link with Code Embedded	Action
Players	DCFootball-players	http://app.takethetap.com/start.php?Code=DCFootball-players	Email Request Edit
Prospects	DCFootball	http://app.takethetap.com/start.php?Code=DCFootball	Email Request Edit
Alumni	DCFootball-alumni	http://app.takethetap.com/start.php?Code=DCFootball-alumni	Email Request Edit
Staff	DCFootball-staff	http://app.takethetap.com/start.php?Code=DCFootball-staff	Email Request Edit

AUTOMATIC EMAILS WHEN A TEST COMPLETED

Email Addresses: (separate with a semi-colon ; e.g. Joe@test.com;Sally@test.com)

Save Changes

VIEW ARCHIVED PLAYERS

View Archive

This shows all of the players that have been moved to the Archive.

This page will allow you to move players back to other Tabs - Prospects, Players, Alumni.

TAGS

ACTIVE TAGS

Group	Options
Defense	Edit Delete
HS Grad 2015	Edit Delete
HS Grad 2016	Edit Delete
HS Grad 2017	Edit Delete
Offense	Edit Delete

DOWNLOAD CSV FILES

Group	Options
Players	Download CSV
Prospects	Download CSV
Alumni	Download CSV
Staff	Download CSV
Archive	Download CSV

To receive an email notification whenever a TAP is completed using one of your TAP 360 codes, enter your e-mail here

If you would like to receive an email notification whenever an individual takes the TAP assessment using one of your TAP 360 codes, enter the email address(es) to receive the notifications in the box below the codes.

5.1 Inviting Individuals to take the TAP

There are three ways to link an individual to your TAP 360 database using one of your TAP 360 codes:

- (1) In taking the TAP, the individual clicks your TAP 360 link and the code will automatically appear (recommended method); or
- (2) In taking the TAP, the TAP 360 code needs to be manually entered by the individual when they are initially taking the TAP assessment starting at takethetap.com; or
- (3) After taking the TAP, the code can be entered from the individual's TakeTheTAP.com account.

To accomplish this, you can click the Email button from the Manage tab in the TAP 360 console (see image above).

If you would like to draft your own email, below are instructions to provide to individual athletes or staff on how to take the TAP assessment and connect their results to your TAP 360 database. These instructions can be copied and pasted into an email to send out to individuals or printed on cards to hand out.

TAP Assessment Instructions:

Be sure you are in a quiet place so you will not be interrupted or distracted and have up to 30 minutes available to complete the TAP assessment. You must complete the entire TAP assessment in one session. You will need an Internet-connected device such as a computer or tablet.

- 1) *Click this link: _____ (retrieve your link from the Manage Tab in your TAP 360 console as outlined in the image above)*
- 2) *Use your personal email as your login ID*
- 3) *Complete all questions*
- 4) *View your Athlete Type report immediately upon completing the TAP Assessment*

6. Tags

Tags are used to tag or label an individual in your TAP 360 database with a custom short description. Tags can be used to manage and sort your database as needed. For example, one may want to identify all members of the graduating class of 2016. To accomplish this, first set up a tag to designate them, e.g., “2016”. Once the tag is set up, individuals can be tagged with that designation from within the system allowing for sorting and reporting on single or multiple tags.

To set up tags, first click on the “Manage” tab on the left pane. Next, scroll down to the “Tags” section. Once there, you will see the existing tags in the system under “Active Tags”.

The screenshot displays the TAP 360 user interface. On the left sidebar, the 'Manage' tab (represented by a gear icon) is highlighted with a red box. The main content area is divided into several sections:

- AUTOMATIC EMAILS WHEN A TEST COMPLETED:** Includes a text input field for email addresses (e.g., Joe@test.com;Sally@test.com) and a 'Save Changes' button.
- VIEW ARCHIVED PLAYERS:** Features a 'View Archive' button and explanatory text about archived players.
- TAGS:** This section is highlighted with a red box and contains a table of active tags. The table has two columns: 'Group' and 'Options'. The 'Options' column contains 'Edit' and 'Delete' buttons for each tag. Below the table is an 'Add Tag' button.
- DOWNLOAD CSV FILES:** A table with 'Group' and 'Options' columns, where 'Options' contains 'Download CSV' buttons for various groups.

Group	Options
Defense	Edit Delete
HS Grad 2015	Edit Delete
HS Grad 2016	Edit Delete
HS Grad 2017	Edit Delete
Offense	Edit Delete
Verbal Commit	Edit Delete

Group	Options
Players	Download CSV
Prospects	Download CSV
Alumni	Download CSV
Staff	Download CSV
Archive	Download CSV

Creating a new tag

To create a new tag, simply type the name of the tag in the text box below the Active Tags and click the “Add Tag” button.

The screenshot shows the 'Manage' settings page in the Team Analytics interface. The left sidebar contains 'Team Analytics', 'Manage' (highlighted with a red box), and 'My Account'. The main content area is divided into several sections:

- AUTOMATIC EMAILS WHEN A TEST COMPLETED**: Includes a text input for email addresses and a 'Save Changes' button.
- VIEW ARCHIVED PLAYERS**: Includes a 'View Archive' button and explanatory text.
- TAGS**: Contains the 'ACTIVE TAGS' table and an 'Add Tag' button.
- DOWNLOAD CSV FILES**: A table listing groups and their corresponding 'Download CSV' buttons.

Group	Options
Defense	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
HS Grad 2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
HS Grad 2016	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
HS Grad 2017	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Offense	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Verbal Commit	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Group	Options
Players	<input type="button" value="Download CSV"/>
Prospects	<input type="button" value="Download CSV"/>
Alumni	<input type="button" value="Download CSV"/>
Staff	<input type="button" value="Download CSV"/>
Archive	<input type="button" value="Download CSV"/>

The new tag will now be available as an active tag in the system.

Editing an existing tag

To edit an existing tag’s name, click “Edit” and the tags name can be changed AND you will not lose previously tagged individuals on the old name.

Deleting an existing tag

To delete an existing tag, click “Delete” and the tag will be deleted from the active list. ALSO, please note that all previous tags made with that tag will also be deleted from the system. Only delete tags that you have no use for any longer.

7. Download CSV Files

The Download CSV buttons allow you to quickly export your team into a .CSV file type in order for you to use your athlete data in other applications or for inside your organization. CSV stands for Comma Separated Value and the .CSV file type is intended for use in spreadsheets. CSV files are also used in many other applications including databases.

The screenshot displays a web application interface with a dark sidebar on the left containing 'Team Analytics' and 'My Account' icons. The 'Manage' icon (gears) is highlighted with a red box. The main content area is divided into several sections:

- AUTOMATIC EMAILS WHEN A TEST COMPLETED**: Includes a text input for email addresses and a 'Save Changes' button.
- TAGS**: A table of active tags with 'Edit' and 'Delete' buttons for each, and an 'Add Tag' button at the bottom.
- VIEW ARCHIVED PLAYERS**: Features a 'View Archive' button and explanatory text about archived players.
- DOWNLOAD CSV FILES**: A table with a red border showing groups and their corresponding 'Download CSV' buttons.

Group	Options
Players	Download CSV
Prospects	Download CSV
Alumni	Download CSV
Staff	Download CSV
Archive	Download CSV